



STATE OF MAINE
DEPARTMENT OF EDUCATION
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JANET T. MILLS
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January 14, 2021

**Rockland Region 8 School Nutrition Program
SY 2021 Procurement Review Report**

A procurement review of Rockland Region 8 School Nutrition Department's procurement practices of SY 2020 was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

Code of Conduct- No findings.

Procurement Procedures- The district does have a bidding and purchasing policy but written procurement procedures that reflect federal, state and local laws and regulations, as required by 2 CFR 200.318, were not available.

Required Corrective Action- Develop written procurement procedure that conform to the standards in 2 CFR 200.318. A sample template is available on our webpage: <https://www.maine.gov/doe/schools/nutrition/financial>. Submit a copy to the reviewer by **March 30, 2021**.

Micro-Purchases- Federal law requires that micro-purchases be equitably distributed among qualified suppliers. A review of invoices for kitchen supplies showed that micro-purchase procedures were followed.

Small Purchases- When making purchases using small purchase procedures, Federal law 2 CFR 200, requires that at least two price quotes be requested, and the purchase made from the lowest priced responsible bidder. No findings.

Formal Purchases- RSU 12 is in a member of the Capital Area Co-Op buying group. Documentation for the solicitation and award of a prime vendor contract was reviewed and is compliant with federal procurement regulations.

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at sarah.d.platt@maine.gov or 207-592-2410.

Sincerely,

DocuSigned by:

Walter Beesley

Walter Beesley

Child Nutrition Director

WB/SP/pp

CC: Charles Butler